

Title: DIVISION QUALITY SYSTEM DOCUMENTATION	Number: D65-05-01	Revision No.: OD	Effective Date: 31 JAN 97
	Prepared By: Thomas J. Underwood	Approved By: Thomas S. Dodson	Page: 1 OF 3

31 January 1997

STANDARD OPERATING PROCEDURE D65-05-01

From: D65

To: D65 Division

Subj: DIVISION QUALITY SYSTEM DOCUMENTATION

Ref: (a) SOP D65-05-02, Division Document Control

1. Purpose. To define the purpose, content, and format of Division Quality System products, documentation, and administration.
2. Scope and Application - This procedure applies to all documents defining the quality system, the products, and the manner of production. It applies to all branches, staff, and personnel of the Division.
3. Policy. All Division staff functions and branches will be familiar with the Division Quality System products, documentation, and administration contained in this procedure.
4. Procedure. The following procedure defines Division Quality System products, documentation, and administration that are used within the Division.
 - a. Quality Manual - The Division Quality Manual is prepared in accordance with international standard ISO 9001, dated 1994, and its technical equivalent, ANSI/ASQC Q91. The manual is comprised of twenty sections corresponding to ISO 9001. Each section states Division general policy related to that specific area followed by specific procedural guidelines the Division will follow to meet ISO 9001 requirements and, more importantly, meet or exceed our sponsor/customer requirements. The procedures contained in the Quality Manual also specify responsibilities and accountability for ensuring compliance. The Division Head establishes Division quality policy and approves the Quality Manual. The QA Manager is responsible for maintaining the manual. All changes to the Quality Manual require Division Head approval.
 - b. Operational Procedures - Operational procedures establish processes/systems, provide instructions, and assign responsibilities for accomplishing Division taskings. They provide the detailed "framework" defining how the Division operates. Operational procedures are titled/identified by Code, Quality Manual section number corresponding to ISO 9001, and serial

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number. For example, if Code D651 prepares a procedure for program management, the procedure would be identified as “D651 (Code) - 01 (Management Responsibility) - 01 (First

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procedure)". Operational procedures or Standard Operating Pr will be prepared at the Division/Staff and Branch levels only and will be identified by D65, D651, D652, D653, and D654. All Branch and Division standard operating procedures and revisions will be approved by the Division Head.

c. Work Instructions - The purpose of work instructions is to guide personnel in performing specific tasks such as performing a specific repair on a circuit board, calibrating measuring equipment, or performing receiving inspection on a specific item. Work instructions apply to a specific item or task while operational procedures are written at a higher level and apply to an entire process or system. Work instructions may be issued under various formats, such as posted notices, instruction sheets, process procedures, or internal standards. Work instructions are normally issued by the individual Branch that uses the; however, work instructions applying to product validation and verification will be prepared by Quality Assurance (QA).

d. Standards and Other Reference Documents - The Division maintains a library of standards and other reference materials applicable to design and manufacture its products. These standards and reference documents may be command level (i.e. NRaD, SPAWAR, NAVSEA, NAVAIR etc.), Department of the Navy, or Department of Defense. Each Branch will maintain its own Standards Library. The library catalog will list titles, authors, years of issue, and revisions of all publications that are used to define design and/or manufacturing requirements. The library will be inventoried and the catalog updated every six months with QA. In cases where Standards and reference documents are subject to continuous maintenance or revision by a publisher, they will be updated when revised portions of the standards are received. Revision status of other standards and reference documents will be checked every three months, normally by contacting their publishers to ensure the latest revision has been received. Standards that are rarely used will not require regular reviews; however, they will have a warning label stating CHECK FOR LATEST ISSUE AND REVISION LEVEL BEFORE USE and the publisher's name and phone number.

e. Product Technical Specifications and Drawings - The purpose of technical specifications and drawings is to define the Division's product requirements. They can be either standard or custom product specifications. Technical specifications and drawings will be issued by the Engineering section of each Branch and will be supplied either internally or by a sponsor/customer. Each issue is preceded by appropriate reviews and verifications, and each is approved by the Lead Engineer. Technical specifications and drawings are traceable to the product they define by a title/nomenclature and a common part number.

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f. Production and Quality Plans - The purpose of production plans is to sequence the work instructions and coordinate production operations, define equipment to be used, and reference the drawings and specifications that are needed for production. Quality plans, identified in the work

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instructions, will both define the inspection/testing points and methods and reference specific inspection instructions and acceptance criteria. Production and quality plans are primarily documented in the traveling work order. The traveling work order or traveler lists all production steps/work instructions and inspection points, drawings, specifications, procedures, and the standards containing information required for production and inspection. Work orders will be issued by the Production Manager/Task Manager/Project Manager from the responsible Branch and will be authorized/approved by the Supervisor and QA (if appropriate) prior to issue.

THOMAS S. DODSON